



OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

January 3, 2008

ADMINISTRATION AND  
MANAGEMENT

Library of Congress  
Federal Advisory Committee Desk  
Government Documents Section  
101 Independence Avenue, S.E.  
Washington, D.C. 20540

Dear Sir or Madam,

Enclosed is a copy of the charter that renews the Defense Business Board, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Senate Committees on Armed Services, Appropriations; and the House Committees on Armed Services, and Appropriations.

Sincerely,

A handwritten signature in black ink, which appears to read "James D. Freeman II", is written over a horizontal line.

James D. Freeman II  
Deputy Committee Management Officer  
for the Department of Defense

1 Enclosure  
As stated



OFFICE OF THE SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-1950

January 3, 2008

ADMINISTRATION AND  
MANAGEMENT

The Honorable Carl Levin  
Chairman  
Committee on Armed Services  
United States Senate  
228 Russell Senate Office Building  
Washington, D.C. 20510

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Defense Business Board, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Committees on Appropriations; and the House Committees on Armed Services, and Appropriations.

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Deputy Committee Management Officer  
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ADMINISTRATION AND  
MANAGEMENT

The Honorable Robert C. Byrd  
Chairman  
Committee on Appropriations  
United States Senate  
Washington, D.C. 20510

Dear Mr. Chairman,

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ADMINISTRATION AND  
MANAGEMENT

The Honorable David R. Obey  
Chairman  
Committee on Appropriations  
U.S. House of Representatives  
Washington, D.C. 20515

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Defense Business Board, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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ADMINISTRATION AND  
MANAGEMENT

January 3, 2008

The Honorable Ike Skelton  
Chairman  
Committee on Armed Services  
U.S. House of Representatives  
2120 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Defense Business Board, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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Deputy Committee Management Officer  
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## CHARTER DEFENSE BUSINESS BOARD

- A. Official Designation: The Committee shall be known as the Defense Business Board (hereafter the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, through the Deputy Secretary of Defense, independent advice and recommendations on effective strategies for the implementation of best business practices of interest to the Department of Defense. The ultimate objective of this advice is to enhance the efficiency and effectiveness of organizational support to the nation's warfighters.
- C. Committee Membership: The Board shall be composed of approximately twenty members, who are eminent authorities in the fields of management, production, logistics, personnel leadership and defense industrial base. The chairpersons of the Defense Policy Advisory Board and the Defense Science Board shall be appointed as non-voting ex-officio members of the Defense Business Board and their appointment shall not count toward the Board's total membership.

Board Members appointed by the Secretary of Defense, who are not Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Board Members shall be appointed on an annual basis by the Secretary of Defense, and with the exception of travel and per diem for official travel, they shall serve without compensation.

The Secretary of Defense may invite other distinguished Government officers to serve as non-voting Observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.

- D. Committee Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Board meetings is four per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Board and subcommittee meetings.

The Board shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board Members.

- E. Duration of the Committee: The need for this advisory function is on a continuing basis. However, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Washington Headquarters Services and the Office of the Deputy Secretary of Defense, shall provide administrative and support services as deemed necessary for the performance of the Board's functions, and shall ensure compliance with reporting requirements of 5 U.S.C., Appendix, as amended.

Additional information and assistance, as required, may be obtained from other components of the Department of Defense with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

- G. Termination Date: The Board shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless it is extended by the Secretary of Defense.
- H. Operating Costs: It is estimated that the total annual operating costs, to include staff salaries, travel costs and meeting and contract support is approximately \$600,000.00. The estimated annual personnel costs to the Department of Defense are three (3) full-time equivalents (FTE).
- I. Charter Filing Date: January 2, 2008